

LAW CLERK HIRING INFORMATION
Paul G. Gardephe, United States District Judge

Chambers Contact Information:

United States District Court
Southern District of New York
40 Foley Square, Room 2204
New York, NY 10007
(212) 805-0224
GardepheClerkship@nysd.uscourts.gov

Positions: Judge Gardephe has no positions remaining for the 2016-2017 term. Judge Gardephe will begin accepting applications for the 2017-2018 term on **November 1, 2015**.

Applicants: Judge Gardephe will adhere to the following schedule in reviewing clerkship applications:

Application Timing: Candidates may submit applications at any time on or after **November 1, 2015**.

Application Contents: Applicants should submit a cover letter, resume, law school transcript, short writing sample edited only by you, and three letters of recommendation.

Application Process: Judge Gardephe will receive applications by e-mail only. When submitting an application, please attach the application materials as a single PDF and format the subject line of the e-mail as follows: "Clerkship Application_YourName."

Letters of Recommendation: Letters of recommendation should be submitted separately by e-mail. Please ask your recommenders to format the subject line of their e-mails as follows: "Clerkship Recommendation_YourName."

Interviews & Offers: Judge Gardephe is no longer participating in the Federal Law Clerk Hiring Plan. Therefore, Judge Gardephe will conduct interviews and extend offers on a rolling basis.

Applicants should visit the Court's website (<http://nysd.uscourts.gov/judge/Gardephe>) for updated information regarding vacancies and other hiring information.